

STAFFORD HAMLET  
BOARD MEETING

Minutes

March 12, 2019

Chair Bill Markt called the March 12th Board meeting of the Stafford Hamlet to order at 7:47 pm at the Stafford Elementary School, West Linn, OR.

Attendance:

- ❖ Board Members Present: Richard Fiala, John Keith, Jana Lombardi, Patty Mamula, Bill Markt, Mary Moore, Matthew Palmer, Len Schaber, Joe Wikoff
- ❖ Excused: Katy Krider
- ❖ Absent:
- ❖ Staff Present:

Approval of the Agenda: Richard Fiala moved to approve the agenda as written, and Matthew Palmer seconded the motion. The motion was approved unanimously.

Approval of Minutes:

The December 2018 Community and Board minutes and the February 12, 2019 Board and Community notes were presented for review. Len Schaber moved to approve the minutes, and Joe Wikoff seconded the motion.

**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

Financial Report: Treasurer Joe Wikoff previously emailed the report and the proposed budget.

Joe Wikoff said he would like the Hamlet to be careful to not co-mingle the CPO and Hamlet business.

Mary Moore asked if specific numbers should be included in the budget proposals, and Joe said yes when possible. Joe also asked that people include achievements so they can be part of the presentation to the County Commissioners in June.

Bill Markt said there would be a meeting of the Hamlets on March 25th about the updates to the County Commissioners. Mary Moore suggested the Hamlets change the order of presentations and that Stafford get to go first this time.

Joe Wikoff said he would like to get a sample report to Katie Wilson. He said that Katie was unclear on how much more money would be available in the upcoming fiscal year. Joe said the Hamlet needs to be clear about what we need and what we want to accomplish. Joe said the Hamlet Board should consider that it may need to delay some goals depending on funding. Joe said that the budget for communications is stable. He said that archiving is unclear, and that he

would help scan documents. Jay Minor said that he thought it would take a couple of days to scan everything. Bill Markt said that Dave Adams suggested doing the scanning at Dave's house.

John Keith said he would like to identify this year's goals and show what the Hamlet would like to do. John Keith said the cover letter should be positive and should outreach and what the Hamlet wants to do. Matthew Palmer suggested showing what we have spent, what we will spend this year, and say that the remainder is rolled over. Jana Lombardi agreed and suggested also including new fiscal year expenses.

Mary Moore said that the maintenance on the website will likely cost \$110-120 per month.

Town Halls and Meetings - Jana Lombardi said the estimated cost for refreshments was lower than it should be. She suggested \$350 including supplies. Richard Fiala suggested having takeaway maps at Town Halls. He said there is money for maps, and that it should be spent on that and archiving.

Retreats - The expense is the cost of Amy Herman facilitating the retreat.

Communications - Mary Moore said the printing estimate is based on a previous printing. The estimate is \$300. Richard Fiala suggested having brochures at each meeting. It was suggested that there be a Town Hall brochure and handout line item.

Richard Fiala suggested developing a reference base. He said it could be maps and pictures of what is happening now. He asked the budget for maps remain the same. He said the plan is to have maps ordered in the spring, have the maps in hand in the summer, and then in the future have more maps. He said he would find the justification he used in 2018-2019 and use that as a basis for the upcoming maps budget.

The budget for the sandwich boards is based off of a conversation with Katie Wilson who thought they would likely cost at least \$500.

Joe Wikoff said right now there is extra money in the current year's budget and that it is unclear what the upcoming budget could have. Mary Moore said that one of the wishlist items is stickers, and that the stickers could be purchased in this year. Mary Moore said the cost of a projector and PA system is unclear. Mary said the cost of the website and move to Wordpress will be \$1,650, the cost of stickers is \$213, and the signs is \$500.

The cost of the Hamlet signs is expected to be three signs at \$800 each.

Joe Wikoff said that there is an increase in compensation for Kate Roth, and asked that she send a quarterly bill, which Kate agreed to do.

Richard Fiala moved to approved the raise in compensation for the recording secretary. Joe Wikoff seconded the motion.

**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

Patty Mamula moved that Joe Wikoff send the draft 2019-2020 budget to Clackamas County with modifications. Richard Fiala seconded the motion.

**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

#### Committee Reports - Outside our Borders:

Rick Cook reported the County is establishing a Task Force to oversee the spending of the money that comes from the vehicle registration fee. Rick said that four commissioners voted yes on the VRF and Commissioner Savas abstained. He said that Les Poole has decided to pull his challenge to the VRF.

Rick said he spoke to the Tualatin City Manager about whether or not the appeal will go to the Land Use Board of Appeals, and the City Manager said it was being reviewed.

Rick said that the Master Plan for Luscher Farm has not been adopted by the County. Rick said that the trails at and near Luscher are a community concern.

Len Schaber said that he got an answer about the funding of the traffic study, and he was told the funds are being withheld until the legal challenges are done.

Dick Stevens asked if the Hamlet has a position on the Luscher Farm master plan or the long range plan. Bill Markt said there is no Hamlet position, and that the Hamlet Board would need to get community input before taking an official position. Dick Stevens said the city is acting like Luscher is city land and not EFU land. He added that there have been concerns over the occasional gatherings that have been happening.

Patty Mamula said she did not know that Luscher Farm was in the Hamlet and suggested that the Hamlet educate people about the fact that it is in the Hamlet.

Len Schaber said that the Board has been made aware of the issue and could study it. Bill Markt suggested that this is a CPO issue.

Richard Fiala asked if Luscher Farm would be a good topic for the April meeting, and Mary Moore suggested that it might be better as a topic for the May meeting.

Mary Moore moved the Hamlet pay \$1,650 to Pink Birch Design for the move from [webs.com](http://webs.com) to word press, for maintenance, and the fee for hosting. Richard Fiala seconded the motion.

**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

#### Committee Reports - Agriculture:

Jay Minor, Matthew Palmer, Richard Fiala and John Keith met with County GIS about maps. The maps with new data should be available soon.

#### Committee Reports - Family Fest:

Bill Markt reported Katy Krider and Danielle Weber agreed to be volunteer coordinators. The next Family Fest meeting is scheduled for April 15.

Committee Reports - Communications:

Bill Markt reported that Katy Krider has a proposal for the sandwich boards. They will likely cost \$500. They will be set up for flexible language. They will likely be placed on Stafford Road.

Patty Mamula reported there is no hard numbers on the CVP and Hamlet at a Glance yet. She will be getting the home sales data once per month for the property/sales and welcoming committee. She said the welcome packet for new residents could include a sticker and the hamlet at a Glance. Bill Markt suggested talking to Kordell's to see if they would throw in some sort of coupon. Richard Fiala said Fiala Farms could do a coupon.

Committee Reports - Programming:

John Keith said everything is lining up for the Farm Preservation Town Hall. He has speakers booked, including five elected officials. The topics will include the urban/rural interface, the panel of elected officials, and tools to be used.

Patty Mamula said it is a cool forum and that it should be marketed. John Keith and Jana Lombardi will meet to finalize details. There will likely be a poster for feed stores and stables.

Rick Cook suggested sending invitations to the Hamlets of Beaver creek and Mulino.

Jana Lombardi said it was great to have such a productive and positive meeting.

Adjournment: Chair Bill Markt adjourned the meeting at 9:17 pm.